

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 340/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

## VERIFICATION OF EMPLOYMENT/EXPERIENCE

SUPPORTING DOCUMENT

# VE-SEG

### APPLICANT INFORMATION:

|                           |      |       |        |                     |
|---------------------------|------|-------|--------|---------------------|
| 1. NAME                   | LAST | FIRST | MIDDLE | DEPARTMENT USE ONLY |
| 2. SOCIAL SECURITY NUMBER |      |       |        |                     |

### REQUIREMENTS AND INSTRUCTIONS:

For experience to be accepted, the supervisor must be licensed as a Structural Engineer (or PE practicing structural), pursuant to Section 5 of the SE Act; who is in direct control and supervision of the applicant.

**Applicant:** Complete the top portion of the form then forward to your supervisor to complete the remainder of it. Applicants applying for Endorsement without an NCEES Record may self-verify their experience as the supervisor from the date of initial licensure.

**Supervisor:** Complete the remainder of the form and email it directly to the Department at the address below in order for it to be associated with the applicant's application for review by the Board.

Email to: [FPR.DesignUnit@illinois.gov](mailto:FPR.DesignUnit@illinois.gov)

### SUPERVISOR INFORMATION:

|   |  |
|---|--|
| A. SUPERVISOR NAME  | B. EMPLOYER'S NAME (AT TIME OF SUPERVISION)  |
| C. REGISTRATION PROFESSION<br><input type="checkbox"/> Structural Engineer - <i>Check only if state has a separate and distinct Structural Engineer License</i><br><input type="checkbox"/> Professional Engineer | D. SUPERVISOR'S WORK ADDRESS (AT TIME OF SUPERVISION)<br>STREET, CITY, STATE, ZIP CODE |
| E. SUPERVISOR'S LICENSURE DATA<br>STATE(S) OF LICENSURE      LICENSE NO.      MO/YR INITIALLY LICENSED<br>_____      _____      _____   | F. SUPERVISOR CONTACT INFORMATION<br>Phone (      )      -      _____<br>EMAIL _____   |

### EMPLOYMENT / EXPERIENCE INFORMATION:

1. APPLICANT EMPLOYMENT INFORMATION DURING YOUR SUPERVISION.

|  |   |  |
|--|---|--|
| A. TYPE OF EMPLOYMENT<br><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time | B. TOTAL TIME EMPLOYED<br>____ Years      ____ Months | C. DATES OF EMPLOYMENT (Use exact dates, not "present")<br>From ____ / ____ / ____ To ____ / ____ / ____<br>Month      Day      Year      Month      Day      Year |
|--|---|--|

2. RESPONSIBLE CHARGE REQUIREMENT.  
**Of the total required experience, at least two (2) years of the total required experience must be in responsible charge for structural engineering activities.** Responsible Charge means the applicant was engaged in the design or construction and directed the structural work with responsibility for successful accomplishment of the project, including decisions on questions or methods of execution and suitability of materials, subject to the direct supervision and control of a licensed or legally practicing Structural Engineer.

**Note:** Please be mindful when specifying the number of months in Responsible Charge.

**Number of Months in Responsible Charge under your supervision:** \_\_\_\_\_  
 (If no experience was in Responsible Charge, please indicate with a zero)

3. IN YOUR PROFESSIONAL OPINION, IS THERE ANYTHING THAT WOULD CAUSE YOU TO BELIEVE THE APPLICANT SHOULD **NOT** BE LICENSED IN ILLINOIS AS A STRUCTURAL ENGINEER AT THIS TIME?

NO       YES (explain below if yes)

4. DESCRIPTION OF STRUCTURAL ENGINEERING PROJECTS.

Describe in detail, describe the types of structural engineering projects on which the applicant worked.

Acceptable experience shall be within the definition of the practice as set forth in Section 5 of the Act and shall require the application of technical knowledge and structural engineering principles.

Please keep in mind when you are completing this form that an applicant's acceptable experience is evaluated from information furnished entirely from you. For this reason, it is important that the Board be able to make a clear determination on the applicant's role for each project listed and the type of work they performed under your supervision.

Note: if the project(s) in question include both non-structural and structural experience, only list the structural aspects and specify the time accordingly.

Project descriptions should be listed in the below format. Attach additional sheets if necessary.

- 1) Name & location of project
- 2) Type of project (building, bridge, other)
- 3) Structural materials used in the project
- 4) Applicant role in the design of the project
- 5) Name of Engineer of Record for the project

**SUPERVISOR CERTIFICATION:**

I CERTIFY THAT I WAS LICENSED OR LEGALLY PRACTICING IN ALL APPLICABLE JURISDICTIONS FOR THE PROJECTS LISTED ON THIS EXPERIENCE FORM. I UNDERSTAND THAT IF I AM NOT, THE EXPERIENCE SHALL NOT BE ACCEPTED.

I do hereby declare that this applicant was employed by me or worked under my personal supervision for the time period listed and that the information I have reported herein is true and correct to the best of my knowledge.

\_\_\_\_\_

Date
Signature
Primary Jurisdiction Seal